

## Creating and Positing a CW Requisition:

1. Identify your CW org unit. If you do not have one send an email to [HRBusinessPartnerServices@uams.edu](mailto:HRBusinessPartnerServices@uams.edu) and request that one be created for you.
2. Go to the CW requestion, select the related actions button (button with the 3 dots), hover over job change and select create job requisition.
3. Recruiting information
  - a. Select the number of openings – this requestion can be open for 1 year so if you believe you will want to set up additional CWs with this requisition, it is suggested to create an additional number of positions. *\*Once the position has been used, it cannot be used again\**
  - b. The reason will be *Create Job Requisition > Contingent Worker*
  - c. Recruiting Instructions will be *Post to UAMS Contingent Worker Career Site*
  - d. Dates – be aware that using future dates may prevent the applicants from applying to the requisition until the recruiting hire date
4. Job Information
  - a. Job positing title should **always** include CW at the beginning of the title to identify the worker is a CW (ex: CW – Contractor)
  - b. List the Job duties and qualifications needed for the role
  - c. Worker sub-type – see the CW definitions to help determine the sub-type to use
  - d. Location will be UAMS
  - e. The remaining sections on this page will populate with the needed information. Move on to the next step
5. Skip the Skill and Qualifications sections
6. Organization
  - a. The default org cost center for the CW org unit will populate
  - b. Fund can be updated as needed, you can use the general option FD101
  - c. Personal Service Restrictions can be updated as needed, you can use the general CW option UAMS | Contingent Workers
  - d. NACUBO can be updated as needed, you can use the general option FN0051
  - e. No other sections for organization need to be completed
7. Skip the Attachments and Cost Information sections
8. Assign Roles
  - a. You will need to assign the Recruiting Coordinator for the Job Requisition role to the individual that is responsible for the setting the CW up – this is typically someone in the dept.

b. This role can be assigned to multiple people.

9. Summary

a. You can review the requisition before posting - once you are ready hit Submit

10. Edit Additional Details

a. Check the box for the items that apply. If no options apply, hit submit

11. You will receive a task prompting you to post the job

a. The job posting site will be **External > UAMS Contingent Worker Career Site**

b. You must use the external option. If external is not used then there will be issues with the posting.

c. Add in the end date you would like for the posting – this should be 1 year out or less

d. Submit

12. Search for the requisition in Workday and go to the job requestion details

a. Go to the Job Posting tab – this is where you will find the link to the posting

b. Send this link to your CW applicant – this is how they will apply to the CW requisition

**R0067741 test (Open)** ⋮

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Recruiting Start Date 02/13/2025 - Today 

Target Hire Date 02/13/2025 - Today

Primary Location @ UAMS

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Overview Candidates Details Organizations Qualifications **Job Postings**

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**Post Job**

1 item 🔍 🗑️ 📄 📄 📄

<input type="checkbox"/>	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template	Posting Cost	External Posting URL	Action
<input type="checkbox"/>	UAMS Contingent Worker Career Site	External	02/13/2025	02/13/2026		Contingent Worker Application effective 01/21/2023, 7:34 PM	0	<a href="https://uams.wd5.myworkdayjobs.com/UAMS_CW_Career_Site/job/UAMS/test_R0067741">https://uams.wd5.myworkdayjobs.com/UAMS_CW_Career_Site/job/UAMS/test_R0067741</a>	Actions ▾